

# HSD EDUCATION VOUCHER APPLICATION

Submit to: Arizona Department of Education, Exceptional Student Services, Attention: Vouchers Unit  
1535 W. Jefferson, Bin # 24, Phoenix, AZ 85007 or FAX to: (602) 364-0428

THE HOME SCHOOL DISTRICT (HSD) IS RESPONSIBLE FOR ENSURING THAT THIS FORM IS COMPLETED FOR ANY STUDENT REQUIRING PLACEMENT IN A RESIDENTIAL TREATMENT CENTER (RTC). THIS APPLICATION AND REQUIRED DOCUMENTATION MUST BE SUBMITTED TO THE ADE EXCEPTIONAL STUDENT SERVICES WITHIN 60 CALENDAR DAYS OF THE STUDENT'S ENTRY INTO THE RTC. FAILURE TO SUBMIT THIS INFORMATION OR A REQUEST FOR EXTENSION WITHIN THAT TIMEFRAME WILL RESULT IN THE HSD ASSUMING RESPONSIBILITY FOR THE PAYMENT OF EDUCATIONAL COSTS THROUGH THE DATE THE VOUCHER DOCUMENTATION HAS BEEN RECEIVED BY EXCEPTIONAL STUDENT SERVICES.

HOME SCHOOL DISTRICT:

PHONE:

STUDENT NAME:

DOB:

RESIDENTIAL FACILITY:

VOUCHER #:

ENTRY DATE:

STATE PLACING AGENCY:

SPA CONTACT:

PHONE:

## EDUCATIONAL PLACEMENT AND FUNDING OPTIONS (CHOOSE ONE):

- ☐ (NSE) STUDENT IS NOT ELIGIBLE FOR SPECIAL EDUCATION, PLACED IN A RESIDENTIAL FACILITY FOR CARE, SAFETY, OR TREATMENT.

DATE OF SCREENING OR EVALUATION: \_\_\_\_\_

- ☐ (CSE) STUDENT IS ELIGIBLE FOR SPECIAL EDUCATION, PLACED IN A RESIDENTIAL FACILITY FOR CARE, SAFETY, OR TREATMENT.

DATE OF EVALUATION: \_\_\_\_\_

DATE OF IEP REVIEW: \_\_\_\_\_

- ☐ (RSE) STUDENT IS ELIGIBLE FOR SPECIAL EDUCATION AND REQUIRES A RESIDENTIAL FACILITY FOR EDUCATIONAL REASONS.

DATE OF EVALUATION: \_\_\_\_\_

DATE OF IEP MEETING: \_\_\_\_\_

I CERTIFY I HAVE: ☐ ATTACHED REQUIRED DOCUMENTS ☐ SENT ALL DOCUMENTS TO RTC

\_\_\_\_\_  
*Signature of Special Education Director or Representative*

\_\_\_\_\_  
*Date*

Home School District means the school district in which the person who has legal custody of the student resides or the charter school if charter school was last school of enrollment. If the student is a ward of the state and a specific person does not have legal custody of the student, the Home School District is the district that the student last attended or, if the student has not previously attended a public school in this state, the school district within which the student currently resides. Reference: ARS 15-761(10)

## ***CHECKLIST FOR COMPLETING A HSD EDUCATION VOUCHER APPLICATION***

- ❖ **NON-SPECIAL EDUCATION (NSE) OPTION:** If the student is determined not eligible for special education services, the Home School District shall submit the following documents:
  - An HSD Education Voucher Application signed by the Home School District Special Education Director or Representative with the **NSE** option checked.
  - The current Home School District Multidisciplinary Evaluation Team (MET) Report as specified in ARS 15-766, beginning with a Review of Existing Data and including the eligibility statement and documentation of participation by all required members.
  - Prior Written Notice documenting the eligibility decision.
  
- ❖ **CARE SPECIAL EDUCATION (CSE) OPTION:** If the student is determined eligible for special education services and needs education while in a Residential Treatment Center for care, safety, or treatment reasons, the Home School District shall submit the following documents:
  - The current Home School District Multidisciplinary Evaluation Team (MET) Report as specified in ARS 15-766, beginning with a Review of Existing Data and including the eligibility statement and documentation of participation by all required members.
  - An Individual Education Program (IEP) reviewed and revised by the Home School District with input from the RTC staff after placement. **Neither service location nor LRE statement should indicate a residential facility unless it is based on educational need.** If so, see RSE option requirements.
  - Prior Written Notice documenting decisions made in the IEP meeting with a notation that the IEP will be implemented by the RTC staff during placement.
  
- ❖ **RESIDENTIAL SPECIAL EDUCATION (RSE) OPTION:** If the student is determined eligible for special education services and needs placement in a private residential facility for educational reasons, the Home School District shall submit the following documents:
  - An HSD Education Voucher Application signed by the Home School District Special Education Director or Representative with the RSE option checked.
  - The current Home School District Multidisciplinary Evaluation Team (MET) Report as specified in ARS 15-766, beginning with a Review of Existing Data and including the eligibility statement and documentation of participation by all required members.
  - An Individual Education Program (IEP) developed by the Home School District with participation by a State Placing Agency representative. The IEP must include the following components:
    1. Documentation supporting the need for placement in a RTC for educational reasons. This may be in the form of a detailed Present Level of Academic Achievement and Functional Performance (PLAAFP) or by completing and attaching the *Guide for Placement in a Residential Treatment Center*.
    2. Exit criteria developed in accordance with the *Exit Criteria Guidelines*
    3. A reintegration plan for placement into a less restrictive educational environment.
  - Prior Written Notice documenting decisions made in the IEP meeting.

**NOTE: IF THE ABOVE REQUIREMENTS HAVE NOT BEEN SUBMITTED TO ADE/ESS WITHIN SIXTY CALENDAR DAYS OF THE STUDENT'S ENTRY INTO THE RESIDENTIAL FACILITY, THE HOME SCHOOL DISTRICT IS RESPONSIBLE FOR PAYMENT OF EDUCATIONAL COSTS UNTIL THE DOCUMENTATION HAS BEEN SUBMITTED.**